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			OFFICE OF GENERAL SERVICE REPORT OF OPERATIONS	The Market Company of the Company of
TO	:	Chief, General	Services	with the National Nat
FROM	:	Chief, Records	Management & Distribution	a Branch

Monthly Report of Operations for the period ending

A. Personnel

SUBJECT:

On Duty Vacancies In Process

Office of Chief Rcds. Mgt. Section Rcds. Center Section Mail Control Section

30 September 1953

25X9A2

1. No. on leave three days or more:

Records Mgt. Section- 4

Mail Control Section- 17

Records Center Sec.- 8

2. No. on special detail out of office 1. How long?

Records Mgt. Section- 0

Records Center Section- 0

Mail Control Section- 1

3. Where: One man in Transportation Division as full time courier.

003	D sse	TO: TS S C 1, 4 Apr 77 77/1763	4. 5. 24.	No. pending resignation, transfer and/or reassignment: Records Management Section- 0 Records Center - 5 Mail Control - 13 Specific cases on item 4 not in previous reports.	
á	an Clean	MARIOTO TO N. Messo. DA. PEO.		New applicants interviewed Recruited by Personnel Recruited by this office	_

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B. Administration and Problems:

Records Management Section - In a meeting with of OIC it was agreed that a records analyst from this office would study OIC records material for the purpose of establishing a subject list in conformance with the Agency standard filing system. A tentative starting date of 19 October has been established.

25X1A9a

All of the necessary concurrences were obtained on the Notices effecting standardization of correspondence-type filing cabinets and folders and guides.

A records control schedule for all of the records of the General Services Office has been completed. All of the files in the General Services Office have been converted to the standard Agency system with the exception of those in the office of the Chief, which are now being worked on.

A program for the training of Area Records Officers in the Vital Materials Program at the Repository has been developed. The emphasis of this particular training is on the Repository procedure and the proper indexing and identifying of vital materials in order that the Area Records Officers may more quickly and positively service requests for material as needed in the event of an emergency. It is planned to take the Area Records Officers from the DD/A group to the Repository the first week in October and the DD/I group the following week.

Mr. Robert H. Johnson, Assistant to Executive Secretary, National Security Council, has requested the assistance of this office in preparing a records control schedule for all NSC records. Mr. Johnson also expressed interest in storing NSC records in the Records Center. It is tentatively planned that a survey of NSC will be started in October.

The Agency File Manual is now being printed to distribute for Agency-wide concurrence before issuance as a Handbook.

25X1A6a

25X1A6a

Records Center Section - It is planned to transfer the remaining Records Center activities in to the Warehouse and to release the building. To do this, 25X1A6a additional renovations in the building were necessary and are being made. A comparison of costs indicated that an additional \$3,810 would be required to make the needed changes and the move would cost \$3,000. However, present operation of including a 24-hour guard post, annual lease and operation and

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maintenance cost is \$40,482.04. The change would, therefore, mean a net saving of \$33.672.04 in the first year of operation.

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Since the saving affects both PBS and this *gency, it was agreed that PBS would assume the \$3,000 cost of the move and that the Agency would pay the \$3,810 for the cost of renovation.

25X1A6a

The contract for the steel shelving necessary to equip the as a Records Center was awarded to the Efforts are now being made to expedite delivery of the shelving in order that it may be installed prior to the move from

25X1A5a1

stalled prior to the move from 25X1A6a

25X1A6a

This office has had the custody for some time of a large quantity of JANIS material which has been stored in various attics and storage rooms. There was no inventory on this material nor was it in any order. Following the move into the this material was sorted and inventoried and is now available for issuance. The total volume was 1,625 cu. ft.

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C. PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the Office of the Director.

No further action pending a reply to report submitted 8 April 1953.

<u>Project 3-53</u> - Preparation of a comprehensive schedule for the disposition of fiscal records.

There has been no change in the status as reported last month.

- Project 4-53 The survey of the Office of Operations (Contact Division) has been completed.
- <u>Project 5-53</u> Mats are now being prepared for the Correspondence Manual for the preparation of copies to be distributed for Agency-wide clearance.

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E. WORK IMPROVEMENT PROJECT

Project 4-53 - Preparation of Handbook setting forth procedures of the Mail Room. Courier service and messenger personnel of the Mail Control Section.

Work on the Handbook is progressing and is estimated to be 90% completed.

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MONTHLY REPORT - MAIL CONTROL SECTION

1. INCOMING MAIL: (a) Delivery by Post Office (b) Picked up from Post Office by courier (c) Picked up from City by courier (d) Letters: Recorded Recorded Recorded (e) Undeliverable (held in Mail Room) 2. OUTGOING MAIL: (a) Picked up by Post Office (b) Deposited in Post Office by courier (c) City Deliveries (d) Penalty Indicia Used 25X1A7b (2) (e) Postage Expended 3. COURIER SERVICE: (a) Scheduled Trips (b) Special Trips - Within Agency (c) Other Agencies (d) Trips outside area (1) Total time (b) Requests for Administrative Files (1) Requests filled (2) Requests unfilled (3) Requests unfilled (4) Couriers (5) Mail Clerks (6) Messengers (6) Messengers (7) Messengers (7) Messengers (8) Couriers (9) Mail Clerks (10) Messengers (11) Clath Lime (11) Replacements (12,075 (12,07		SEPTEM	BER 1953	
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(b) Special Trips - Within Agency	3.	COURIER SERVICE:		
4. FILE ACTIVITY: (a) Checking courier receipts (1) Total time (b) Requests for Administrative Files (1) Requests filled (2) Requests unfilled (3) Requests unfilled (4) Couriers (5) Mail Clerks (6) Messengers (6) Mail Clerks (7) hrs. 30 min. 26 hrs. 30 min. 27		(b) Special Trips - Within Agency (1) Delivered by foot (2) Delivered by vehicle (c) Other Agencies (d) Trips outside area	225 61 164 84 7	743 282 461 308 20
(1) Total time (b) Requests for Administrative Files (1) Requests filled (2) Requests unfilled (3) Requests unfilled (4) Couriers (5) Mail Clerks (6) Messengers (7) hrs. 30 min. 26 hrs. 30 min. 27 hrs. 30 min. 28 hrs. 30 min. 29 hrs. 30 min. 20 hrs. 30 m	40	FILE ACTIVITY:		
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(b) Mail Clerks (c) Messengers 6. SEPARATIONS: (a) Couriers (b) Mail Clerks (c) Messengers	5 0	Recruitment:		
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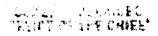
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MONTHLY REPORT - DISTRIBUTION

DATE September 1953

				T	,,,
1.	INT	ELLIGENCE & INFORMATION REPORTS	THIS 1952	MONTH 1953	TO DATE
	a. b.		215	532	1612
		Received (Copies 5447) Distributed (Copies 1890) Returned (Copies 2456)	302 3 79	214 810	627 2432
	c.	Information Reports Received (Copies 4909)	0	1813	2680
		Distributed (Copies 3073)	1148 83 9	4909 2088	1277 5 4636
2.	ADM	INISTRATIVE ISSUANCES			
	a. b.	Request for Supplemental Distribution Regulations (1) Initial Distribution	53	43	138
		(Copies 830) (2) Supplemental Distribution (Copies 176)	15	3	20
	c.	Notices	754	69	693
	·	(1) Initial Distribution (Copies 12,206)			
		(2) Supplemental Distribution (Copies 149)	11	8	28
	đ.	Other	188	73	146
	·	(1) Initial Distribution (Copies 2149)	_		
		(2) Supplemental Distribution (Copies 6)	0	2	6
		(oobtob o)	21	3	14

^{*} The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.



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	MONTHLY REPORT - RECORDS CENTER	DATE Se	ptember 1953
		THIS MO	NTH TO DATE
1.	Records Storage (all figures in cubic feet)		
25X1A6a 25X1A6a 25X1A6a	(a) Received (b) Destroyed (c) Records Storage: (Total) Records Dist. Material Records Dist. Material Total	345 0 1470 4558 2798 1406 19232	68 7 21 25X1A6a
2.	Records Reference		
	(a) Service Requests(b) Items on Requests	180 556	491 1426

- 3. Inter-Agency Reference Service
 - (a) Requests
- * The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

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MICROFILM PROJECTS SEPTEMBER 1953

				THIS MONTH	TO DATE
1.	Pro	jects	Pending		
			re Records Group rd Group Accretions	10 0	
2.	Pro	jects	in Process and Completed		
	a.	Enti	re Records Group		•
		(1) (2)	In Process Completed	1 9	2 12
	b.	Reco	rds Group Accretions		
		(1) (2)	In Process Completed	0	I
	c.	Imag	es Filmed (Total)	95,783	180,649
		(1) (2)	Rotary Camera Flatbed Camera	553 95 , 230	8,110 117, 7 39
	d.	Reel	s (100 ft)		
		(1) (2) (3)	In Process To Be Reviewed Reviewed	24 45 26	39

*The totals in the "To Date" column will revert to 0 at the end of each fiscal year and, starting with July 1953, will always reflect cumulative totals for the fiscal year of the report.

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